



Supervisor and Fire Supervisor “How-to” Guide

**Forest Service
Fire & Aviation Management**

eMedical

September 8, 2017



eMedical Supervisor and Fire Supervisor “How-to” Guide

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1. Supervisor/Fire Supervisor Definitions

Supervisor: In eMedical, each employee’s Supervisor will be automatically populated to list the person designated as their supervisor in Paycheck. In most cases, Fire & Aviation employees will use the same person as both their Supervisor and Fire Supervisor in eMedical.

Fire Supervisor: Who should an employee’s Fire Supervisor be?

Fire Employees: An alternate Fire Supervisor (other than their Supervisor of record) may be selected at the discretion of Fire Management for Fire employees.

Collateral Duty Employees: When an employee performs in incident positions as a collateral duty but does not work directly for Fire & Aviation, they will be able to identify a different “Fire Supervisor” in their profile in eMedical. Their Fire Supervisor will generally be the Forest/District FMO or AFMO who has access to eMedical and has knowledge of the non-fire employee’s incident qualifications and WCT requirements. The fire supervisor identified for these employees will be notified by eMedical when fire supervisor action is required and be able to view their non-fire employee progress through the clearance process.

ADs: The Fire Supervisor for ADs should be a Forest or District fire, training or qualifications manager who is familiar with the ADs incident qualifications and WCT requirements. Units should advise ADs and HSQ Coordinators of who their AD Fire Supervisor is, and AD employees will be prompted to enter and update their Fire Supervisor annually if the HSQ Coordinator has not already done so.

2. Duties

- **Supervisors:** This is the Supervisor of record in Paycheck for an employee. Can view employee clearance progress and will be sent notifications. This is automatically populated.
- **Fire Supervisors:** Provides the HSQ Coordinator with new employee information including the WCT level to take and a qualification the employee possesses that requires that level of test. Tracks their assigned employees clearance progress; and performs actions for those employees in eMedical, as required. Additionally, Fire Supervisors are involved in approving waivers and additional WCT test attempts.

LincPass Note: To access any user permissions above the Employee only role (Fire Supervisor for example) will require that you to log in to eMedical with your LincPass. If you log on with a username/password, you will have the Employee permissions only. Log in again with your LincPass and all permissions will again be available. This role is automatically granted the first time someone selects you as a Fire Supervisor.



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***** PROCESS CHANGE:** In order to allow your new hires (Interim employees – both seasonals and new hires to the USFS) to begin the clearance process prior to their effective date, you are allowed to initiate the HSQ process for them as soon as their tentative offer (52 hiring action) is made.

FMOs and Fire Supervisors should work with HSQ Coordinators to assemble a list of new hires with employee information needed (listed in the HSQ Coordinator User Guide) as soon as their 52 hiring action has been completed by the home unit. Employees who have been cleared to the WCT prior to their effective date will begin work ready to take their WCT.

3. General System Navigation and Functionality Questions

3.1 How do I access eMedical?

Supervisors and fire supervisors can access eMedical by logging into ConnectHR (Dashboard) using eAuthentication with either your LincPass or an appropriate Username and Password.

<https://usdafs.connecthr.com/Login>

ConnectHR
USDA Forest Service

Login Help

ConnectHR is the single sign-on application that allows you to access all your web applications through a single place 24/7 from any internet connection.

If you are using your ConnectHR credentials enter your user name and password and then click the Log In button.

For assistance with your ConnectHR credentials, use the Forgot Your User Name link or Forgot Your Password link near the end of the page.

If you have not created your ConnectHR credentials, select the Establish User Name and Password link near the end of the page.

ConnectHR Login

eAuthentication Login

To log into ConnectHR with eAuthentication, please click the eAuthentication button.

If you do not have an eAuthentication account or need assistance resetting your password, please call the HRM Contact Center: (877) 372-7248 (Select Option 2 and follow prompts).

eAuthentication



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- Click on “eMedical”

ConnectHR
USDA Forest Service

My Links	ConnectHR Messages	My ConnectHR Administration
AgLearn	Welcome to ConnectHR, your secure, single sign-on web based system for accessing all your HR-related functions and other applications.	My Profile
Apply for a Job (USAJOBS)	On the "My Links" menu to the left are links to the applications, databases, and systems for which you have access.	Contact HR Support
B&F Help	On the "My ConnectHR Administration" menu to the right are links to any administrative functions available to you.	
Customer HelpDesk (CHD)		
FEMS Identity Manager		
eMedical	View archived messages	
Empl. Personal Page - EPP	Current messages	
Employment Outreach	Need Assistance? 10/19/2016	
eOPF	Budget & Finance (B&F) Contact Center: 1-877-372-7248 option 1	
ePM	Chief Information Office (CIO) Customer Help Desk: 1-866-945-1354	

3.2 What do I have access to in eMedical?

Fire Supervisors will have a menu that looks like this. (You will not have the WCT Cleared List option if you are not a WCT Administrator).

New Packet: This is to initiate a new HSQ request for yourself. These are called “packets”.

My Packets: These are your employee packets that require some sort of action from you. If you need to take any actions, you will be prompted to do so by email – you will not need to monitor this section.

Search: This is how you will search for an employee to add or be removed from your Dashboard.

Fire Supervisor Dashboard: Where you can monitor the HSQ clearance process for your employees.

eMedical
GDCII

My eMedical	Welcome to eMedical
New Packet	Welcome. To use eMedical, select a task from the navigation menu. For any questions or concerns refer to the help manual by clicking on the Help link preceding the banner.
My Packets	
Search	
WCT Cleared List	
Fire Supervisor Dashboard	



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3.3 How do I view my assigned employees/ADs?

Click on the “Fire Supervisor Dashboard” menu link.



Employee Information: This will show basic info and the employee’s email.

Packet Information:

WCT Level: This is the WCT level requested.

Workflow Status: What step the clearance process is currently at.

WCT Ready to Test: This means the employee has been cleared to the WCT and has completed the eMedical clearance process. No further action is required. These packets will be removed from your dashboard in six months.

OF-178 Part A (B, C) Completed: This indicates that the employee is in the process of completing an OF-178 exam. When cleared to the WCT by the USFS Medical Officer, their status will change to “WCT Ready to Test”.

My eMedical		Fire Supervisor Dashboard	
New Packet		The table lists all Employees/ADs assigned to you, each with a summary of employee information and status. Preceding and following the table are Add Worker links; click either to go to a new page on which to add someone to the list. Within the table, for any listed person, click on the Remove link to delete the name from this list.	
My Packets		Add Worker	
Search			
WCT Cleared List			
Fire Supervisor Dashboard			
Name	Employee Information	Packet Information	Reset Search
Stephanie Fisher	mfisher@govstrive.com 110114000600000000 Packet # 1728	WCT Level: Arduous Workflow Status: OF178 PartA Completed Clearance Status: Not Started	Remove
James Baylor	emedicaltester01+15@gmail.com 110202000000000000 Packet # 1727	WCT Level: Arduous Workflow Status: WCT Ready to Test Clearance Status: Not Started	Remove
Lauren Cooper Hampton	lcooper@govstrive.com 110114000600000000 Packet # 1726	WCT Level: Arduous Workflow Status: Packet Closed Clearance Status: Cancelled	Remove
Lauren Cooper Hampton	lcooper@govstrive.com 110114000600000000 Packet # 1723	WCT Level: Arduous Workflow Status: Packet Closed Clearance Status: Cancelled	Remove



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3.4 How do I add an employee/AD to my dashboard?

Each year both the HSQ Coordinator and the Employee will need to confirm their Fire Supervisor when their HSQ process begins. The easiest way to make sure your dashboard includes your employees is to tell both your HSQ Coordinator and Employees to identify you. Or just ask the employee to update their Fire Supervisor verbally.

To do so yourself (which will send an email to the employee with instruction on how to do this):

- Click the “Add Worker” link on your dashboard, then click the “Select Employee” button

eMedical GDCII

My eMedical

- New Packet
- My Packets
- Search
- WCT Cleared List
- Fire Supervisor Dashboard

Fire Supervisor Dashboard

The table lists all Employees/ADs assigned to you, each with a summary of employee information and status. Preceding and following the table are Add Worker links: click either to go to a new page on which to add someone to the list. Within the table, for any listed person, click on the Remove link to delete the name from this list.

[Add Worker](#)

Name	Employee Information	Packet Information	Reset Search
Name	Employee Information	Packet Information	Action
Barbra Gordon	baldeaglefs@gmail.com 110302000700000000 Packet # 1494	WCT Level Moderate Workflow Status MRB Waiver Submitted Clearance Status Not Started	Remove Requested
Nicholas Kirkland	emedicaltester01+45@gmail.com 111005000000000000 Packet # 1720	WCT Level Moderate Workflow Status Packet Closed Clearance Status Cancelled	Remove Requested
James Baylor	emedicaltester01+15@gmail.com 110202000000000000 Packet # 1719	WCT Level Arduous Workflow Status Packet Closed Clearance Status Cancelled	Remove
JOE LUIS BROS	jrios@fs.fed.us 115106000402000000	WCT Level Arduous Workflow Status Packet Profile Updated	Remove

- Search by at least two letters of the Last Name and any other parameters (such as your Region/Forest code in the OrgCode box), then click “Search”.

eMedical GDCII

Search Employees / ADs

Search by last name, or last name plus other details.

First Name:

Middle Name:

Last Name:

Email Address:

Org Code:

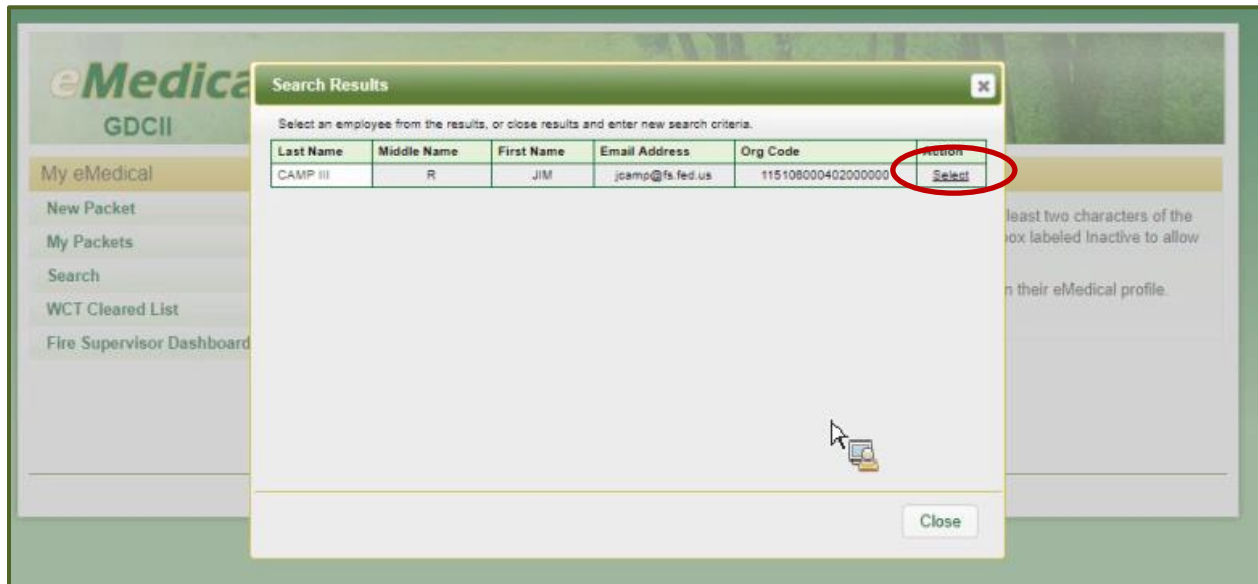
Inactive ☐

OrgCode is your Region/Forest numbers, preceded by 11 (USFS)
The Boise NF in R4 would be:
110402

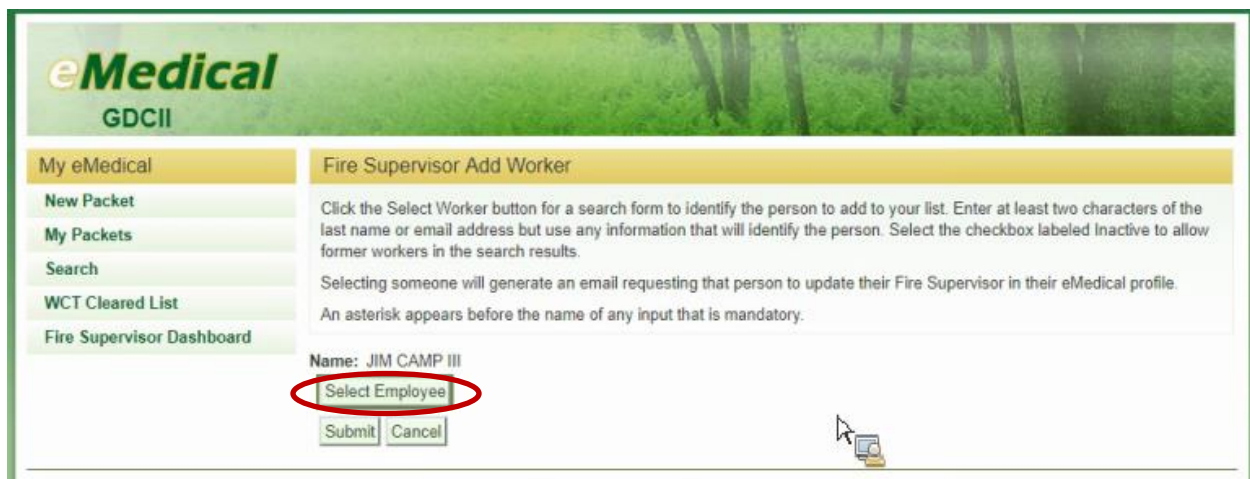


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- Click the “Select” link at the right of the employee’s name.



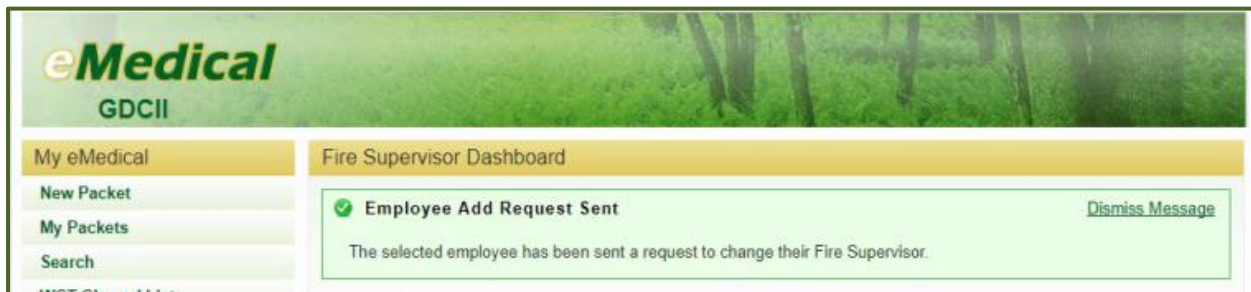
- Click the “Select Employee” button.





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- You will receive a confirmation that a request has been sent to the employee to update their Fire Supervisor. They will not be added to your dashboard until the employee updates their Fire Supervisor in their preferences. They will verify this each time they initiate a packet, so that’s the best time to update a Fire Supervisor.



3.5 How do I remove an employee/AD from my dashboard?

- Click the “Remove” link to the right of the employee’s packet information on your dashboard. Or alternatively, you can use the “Search” link on the left and search just like adding an employee (Step 3.4).





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The screenshot shows the eMedical GDCII interface. On the left is a sidebar with links: My eMedical, New Packet, My Packets, Search, WCT Cleared List, and Fire Supervisor Dashboard. The main content area has a header 'Fire Supervisor Remove Worker' and a sub-header 'Click the Submit button to remove the selected employee/AD from your dashboard list.' Below this is a 'Submit' button circled in red, followed by a 'Cancel' button.

- The employee will receive an automated email requesting that they update their Fire Supervisor in their eMedical profile.
- Once an employee is Cleared to the WCT for the year, if their Fire Supervisor changes, it does not need to be updated until the following year when the employee begins the HSQ process again.

4. AD Medical Waiver Questions—Fire Supervisors Only

4.1 An AD employee I supervise has a pending waiver request. How do I review it?

- All AD waivers must be requested by the AD and approved by their Fire Supervisor. Once approved, the waiver can be reviewed by the USFS Medical Officer.
- Your AD will be prompted in eMedical to submit a waiver request if this applies.
- To view all assigned AD waiver requests, navigate to the “Waiver Worklist” link. After selecting the intended AD, eMedical will display their submitted waiver request and any additional comments provided.

The screenshot shows the eMedical GDCII interface. On the left is a sidebar with links: My eMedical, New Packet - Employee/AD, My Packets, Search, and Waiver Worklist (circled in red). The main content area has a header 'Waiver List' and a sub-header 'This table lists all Waivers assigned to this Org Code. Click on the View icon to record information (if applicable). An asterisk appears before the name of any input that is mandatory.' Below this is a table with columns: OrgCode, Name, Employee Information, Packet Information, and Action. The OrgCode field has a value of 11 and a 'Select Org Code' button.

4.2 How do I approve or reject an AD’s waiver request?

After reviewing an AD’s submitted waiver request from the “Pending AD Waiver Requests” worklist (see section 4.1), fire supervisors can clear the form by selecting to take action on the request.

- Select either “Approve Waiver Request” or “Reject Waiver Request” and enter applicable comments into the text box at the bottom of the page. If the fire supervisor approves, the waiver request will be routed to the Reviewing Medical Officer (RMO) for



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review. If rejected, the AD’s packet will close. Additionally, the AD will be notified via email of the fire supervisor’s selection and any actions, if required.